

5635/5645

Digital Copier

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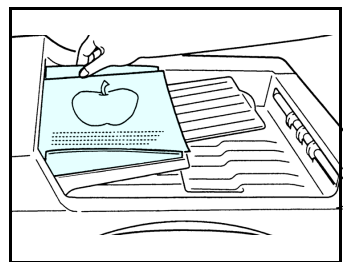
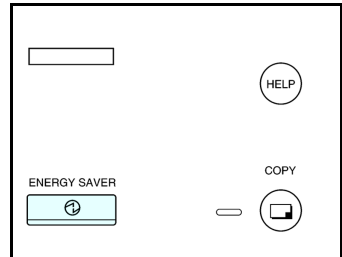
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Overview

This Quick Reference Guide is designed to provide you with quick references to some of the commonly used functions of your copier. Should you wish additional information on functions in this guide or on the many functions your copier provides, refer to the copier's **"Operator Guide"**

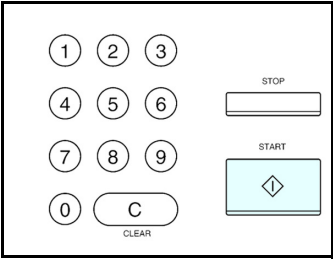
Making a Copy

- 1 If the Touch Screen is not ON, push the **Power Switch** to the ON position.
- 2 If the Touch Screen displays the message: "Saving energy - press START" Either press the **START** key or the **ENERGY SAVER** key to turn the copier ON.
- 3 Select your copy options such as: Copy Quantity, Copy Darkness, Enlargement/Reduction, and Duplex.
- 4 Place your original face-up in the Document Feeder, or face down on the Exposure Glass.



Selecting Copy Exposure

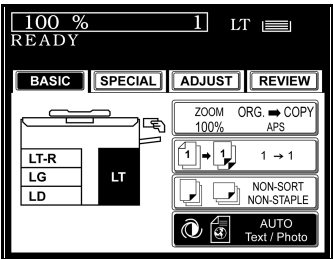
5 Press the **START** key.



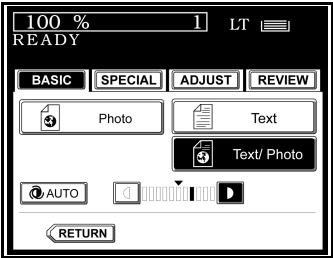
For more information refer to the “**Making Copies**” chapter of the Copier Operator Guide

Selecting Copy Exposure

1 Touch the **EXPOSURE** key.



2 To adjust copy exposure, touch either the **Lighter** or **Darker** keys, or touch the **Photo** key or **Text** key.
AUTO, automatically selects the best exposure setting.

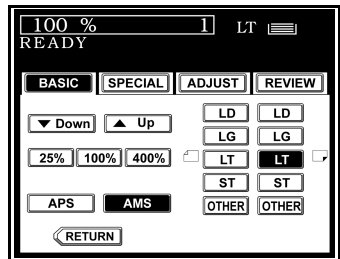
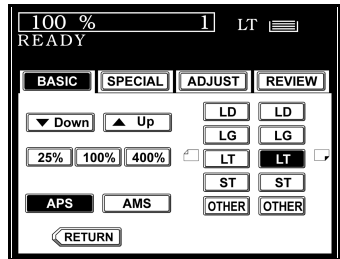
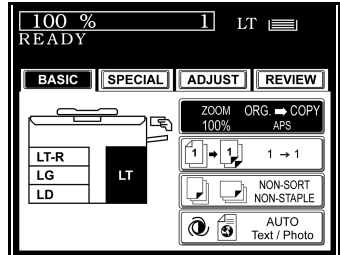


For more information refer to the “**Basic Copier Functions**” chapter of the Copier Operator Guide

Using Enlarge/Reduce

1 Touch the **ZOOM** key.

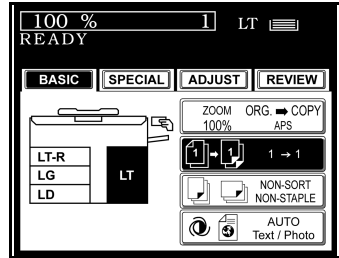
- To use preset ratios, touch either 25%, 100%, or 400% keys.
- To use zoom, touch either the **Up** or **Down** keys to change the ratio in one percent increments.
- To use Automatic Magnification Selection (AMS), touch the AMS key and the copier automatically detects the size of the original, then calculates the appropriate ratio.
- To use **Copy** and **Original**, touch the keys that correspond to your original size and to the desired copy size.



For more information refer to the “**Basic Copier Functions**” chapter of the Copier Operator Guide

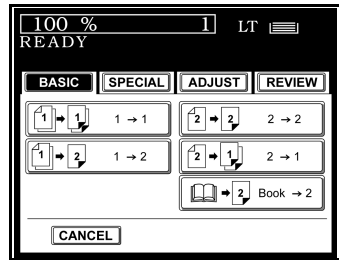
Duplex Copying

1 Touch the **DUPLEX** key.



2 Determine your duplex options. Then, touch the appropriate key.

- 1-Sided to 2-Sided
- 2-Sided to 2-Sided
- 2-Sided to 1-Sided
- Book to 2-Sided



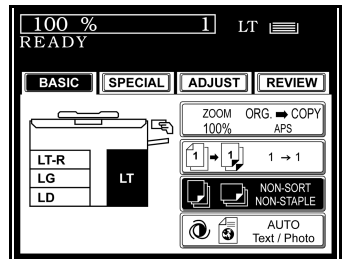
For more information refer to the “**Copying Methods**” chapter of the Copier Operator Guide

Finisher/Stapler/Hole Punch Options

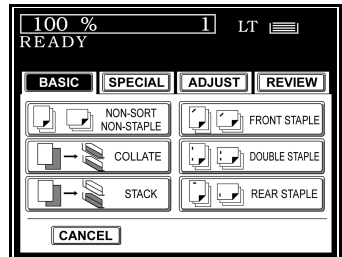
With the optional Finisher/Stapler/Hole Punch installed, you can collate, stack, and staple copy sets and punch holes for binding your copies.

Using the Finisher

- 1 Touch the **BASIC** key.
- 2 Touch the **FINISHER** key.



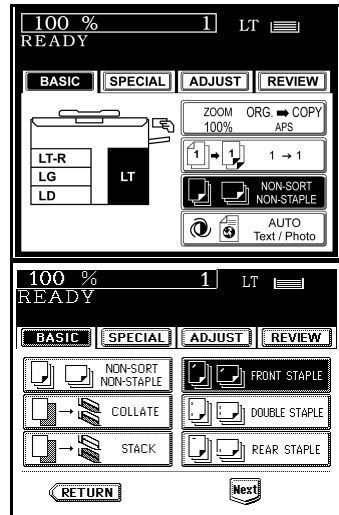
- 3 Touch the desired finishing method:
 - NON-SORT
 - COLLATE
 - STACK



For more information refer to the **“Using the Finisher”** chapter of the Copier Operator Guide

Using the Stapler

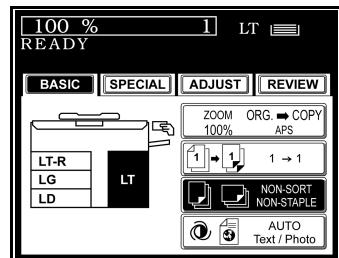
- 1 Touch the **BASIC** key.
- 2 Touch the **FINISHER** key.
- 3 Touch the desired **Staple Position** key.



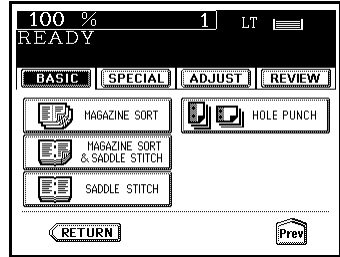
For more information refer to the “**Using the Finisher**” chapter of the Copier Operator Guide

Using the Hole Punch

- 1 Touch the **BASIC** key.
- 2 Touch the **FINISHER** key.



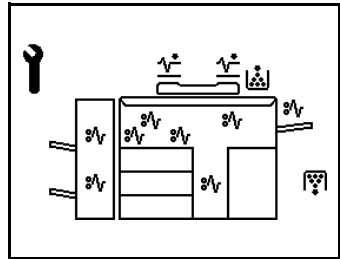
- 3 Touch the **HOLE PUNCH** key.



For more information refer to the “**Using the Finisher**” chapter of the Copier Operator Guide

Paper Misfeed

- 1 Check the Touch Screen to see where the misfeed is located.



- 2 Open the appropriate cover or door to access the area of the misfeed.
- 3 Remove the paper misfeed.

For more information refer to the “**Service and Supplies**” chapter of the Copier Operator Guide



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